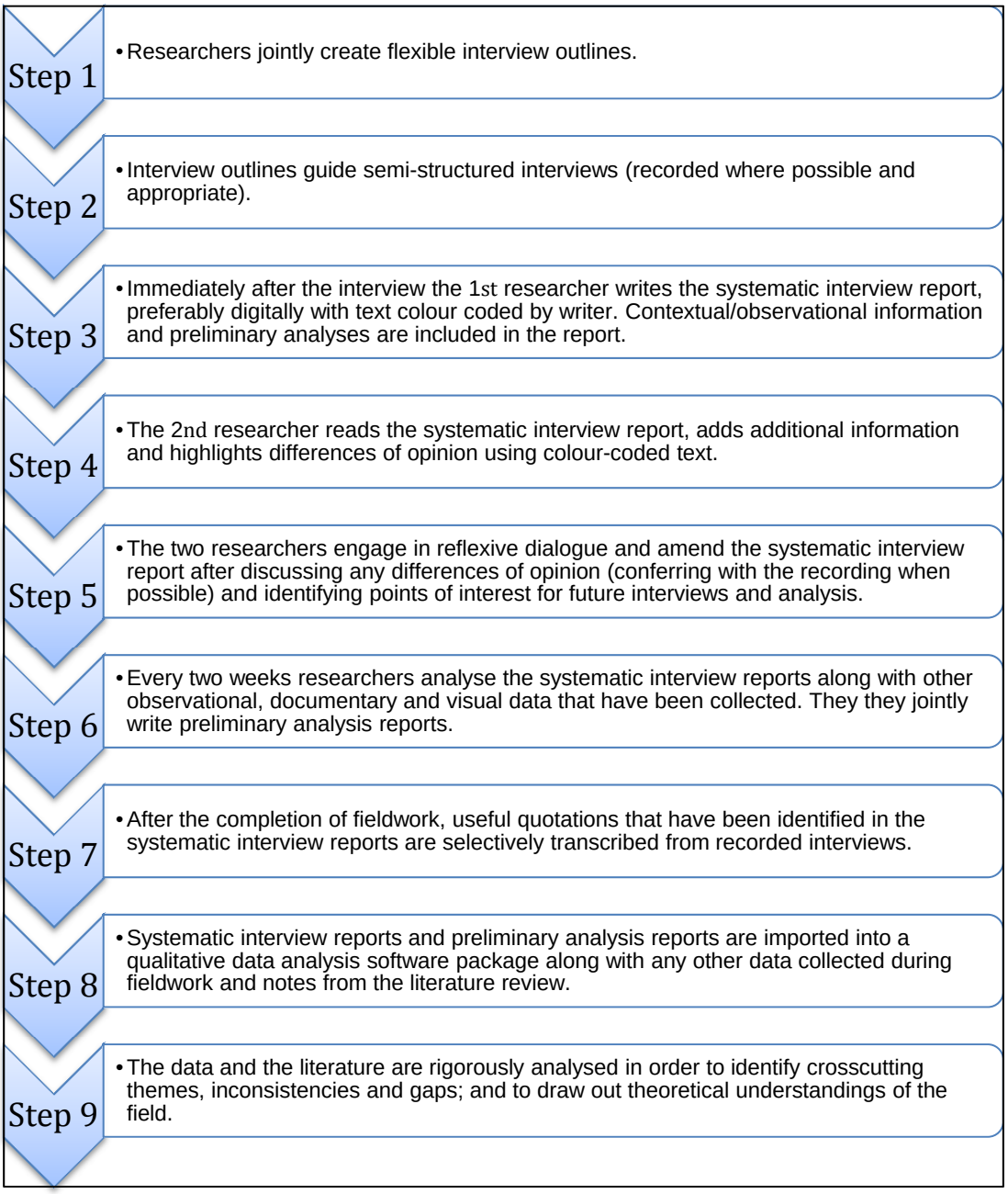
Step 1
• Researchers jointly create flexible interview outlines.
Step 2
• Interview outlines guide semi-structured interviews (recorded where possible and appropriate).
Step 3
• Immediately after the interview the 1st researcher writes the systematic interview report, preferably digitally with text colour coded by writer. Contextual/observational information and preliminary analyses are included in the report.
Step 4
• The 2nd researcher reads the systematic interview report, adds additional information and highlights differences of opinion using colour-coded text.
Step 5
• The two researchers engage in reflexive dialogue and amend the systematic interview report after discussing any differences of opinion (conferring with the recording when possible) and identifying points of interest for future interviews and analysis.
Step 6
• Every two weeks researchers analyse the systematic interview reports along with other observational, documentary and visual data that have been collected. They they jointly write preliminary analysis reports.
Step 7
• After the completion of fieldwork, useful quotations that have been identified in the systematic interview reports are selectively transcribed from recorded interviews.
Step 8
• Systematic interview reports and preliminary analysis reports are imported into a qualitative data analysis software package along with any other data collected during fieldwork and notes from the literature review.
Step 9
• The data and the literature are rigorously analysed in order to identify crosscutting themes, inconsistencies and gaps; and to draw out theoretical understandings of the field.